

THE GREATER KANSAS CITY FEDERAL EXECUTIVE BOARD



**FY 2005
PUBLIC EMPLOYEES RECOGNITION DAY
NOMINATION PACKET**

NOMINATION INSTRUCTIONS

PURPOSE OF AWARDS

The purpose of the award is to recognize current federal employees whose outstanding performance has served as an inspiration to others and/or brought credit to the Federal service. The performance being recognized should have occurred during the past year. (Previous winners may not be nominated again for the same category.)

Nomination packets should include the approval cover sheet and a typed, two-page narrative, which addresses the criteria specified in the instructions and nomination form.

One award will be presented in each of the following categories:

ADMINISTRATIVE/PROFESSIONAL
CLERICAL
COMMUNITY SERVICE AWARD
LEADERSHIP
LIFETIME ACHIEVEMENT AWARD
MILITARY
PUBLIC SAFETY AWARD
TEAM AWARD
TECHNICAL
TRADE/CRAFT
VALOR

The nomination packet should include:

- 1) Nominee Selection Cover Sheet - **must be signed and dated by agency head.**
- 2) Nomination Justification addressing the specific selection criteria.

Nominations may be submitted via:

- 1) Mail: Federal Executive Board
ATTN: Chairperson, Awards Committee
1500 E. Bannister Road, Room 1176
Kansas City, MO 64131
- 2) FAX: (816)823-5104

DEFINITION OF INDIVIDUAL AWARD CATEGORIES

ONE PUBLIC SERVICE AWARD MAY BE AWARDED TO NOMINEES FROM THE FOLLOWING GROUPS OF EMPLOYEES FROM EACH LEVEL OF GOVERNMENT.

Administrative/Professional occupations are those that involve the exercise of analytical ability, personal responsibility and the application of a substantial body of knowledge to one or more fields of administrative or professional management. These positions are typically gained through progressively responsible experience and/or a college degree. Occupations in this group typically begin at the Grade 9 level and above.

Clerical occupations are those that involve structured work in support of office, business or fiscal operations and are performed in accordance with established policies, experience or working knowledge related to the tasks to be performed. Occupations are not to exceed the Grade 8 level.

Community Service should be performed by employees on their own time and initiative, resulting in a significant contribution to the community.

Leadership is exemplified by the employee who, regardless of position, demonstrates the character and ability to influence and motivate others in accomplishing a major program and/or change that resulted in substantial contributions to improving service to the public.

Lifetime Achievement Award honors the individual, at any level, who over a sustained period of time (20 years or more) demonstrates a commitment to the highest standards of excellence and dedication in public service. This person's efforts should reflect a consistent and distinguished record of noteworthy accomplishments that are innovative, high impact and result in improved efficiencies, economies and effectiveness of government programs.

Military encompasses all commissioned officers and enlisted personnel of any rank.

Public Safety occupations are those that involve both the protection and safety of the public. This includes, but is not limited to, firefighters, law enforcement officials, and security-related positions.

Technical occupations involve extensive practical knowledge gained through on-the-job experience, specific training or a college degree.

Trade/Craft positions include trades, crafts and manual labor. This includes, but is not limited to, carpenters, electricians, mechanics, plumbers, etc.

Valor reflects an act of heroism that involves significant risk to the person(s) performing this act.

CRITERIA FOR PUBLIC EMPLOYEES RECOGNITION DAY AWARDS

INDIVIDUAL AWARDS

SELECTION CRITERIA FOR THE INDIVIDUAL AWARDS ARE AS FOLLOWS:

SPECIAL ACCOMPLISHMENTS on the job within the past year. Describe what the employee did above and beyond performance requirements (list the specific details of the accomplishments.) Of special interest are those activities that enhance the public image of governmental employees, improve service to the public, increase productivity, or result in financial savings. Performance considerations should reflect scope and importance of public service, effectiveness measures, and quality of performance. **UP TO 80 POINTS.**

Scope and Importance of Public Service - Consider the scope, importance, and value of the nominee's performance, which is being recognized. Who has benefited from the nominee's service or performance? How has the service or performance affected the community, the economy, or specific individuals? Has there been an example that would encourage others to seek public service careers? Was the employee's performance or service of a caliber that would likely increase confidence in the effectiveness and integrity of the Federal service in the minds of members of the public being served?

Effectiveness Measures - Consider any measurable indicators of organizational effectiveness, i.e., productivity improvements; improvements in timeliness; savings achieved through efficiencies; innovative techniques; or other measures, such as lives saved, number of members of the public served, etc. Consider the impact on the organization and/or the public as a result of the nominee's exceptional service or performance. Did the nominee's performance or accomplishments serve as an example or inspiration to others?

Quality of Performance - Consider the quality of services provided or performance of the nominee with particular emphasis on contributions and achievements. Consider how the nominee's performance has exceeded the agency's quality standards and the amount of personal efforts required to sustain performance at a high level. If appropriate, consider any innovative approaches to the job that the employee may have developed and instituted.

HONORS, AWARDS, COMMENDATIONS, LETTERS OF RECOGNITION, ETC. This includes both cash and non-cash awards. **UP TO 20 POINTS.**

TEAM AWARD

SELECTION CRITERIA FOR THE TEAM AWARD ARE AS FOLLOWS:

CUSTOMER SERVICE which has been improved through the efforts of the team. The improvements in customer service can be either in measurable elements or statements from customers. Customers can be either internal or external to the organization. **UP TO 35 POINTS.**

COST SAVINGS that have been realized. The savings must be as a direct result of the team's involvement in a process and can be shown in terms of actual dollar savings or increased productivity. **UP TO 35 POINTS.**

SPECIAL ACCOMPLISHMENT on the job within the past year. Describe what the team did above and beyond performance requirements that were unique or benefited the organization. **UP TO 30 POINTS.**

SELECTION COVER SHEET

PLEASE ATTACH THIS SHEET TO EACH AWARD SELECTION PACKAGE.

PLEASE TYPE OR PRINT CLEARLY:

AWARD CATEGORY: _____

NAME OF AWARDEE: _____
(AS IT IS TO APPEAR ON PLAQUE AND IN SOUVENIR BOOKLET)

JOB TITLE: _____

EMPLOYING AGENCY AND ADDRESS (PLEASE DO NOT USE ABBREVIATIONS):

NOMINATOR OR POINT OF CONTACT:

TELEPHONE/EXTENSION: _____ **FAX:** _____

SIGNATURE OF AGENCY HEAD: _____

***AWARD SELECTION PACKAGE(S) MUST BE RECEIVED IN
THE FEDERAL EXECUTIVE BOARD OFFICE NO LATER THAN MARCH 18, 2005***

***Greater Kansas City Federal Executive Board
ATTN: Chairperson, Awards Committee
1500 E. Bannister Road, Room 1176
Kansas City, MO 64131***

***OR FAX TO:
(816)823-5104***

NOMINATOR'S STATEMENT
PLEASE ADDRESS THE SPECIFIC SELECTION CRITERIA

INDIVIDUAL AWARD CATEGORY

NAME

AGENCY NAME

1. SPECIAL ACCOMPLISHMENTS

NOMINATOR'S STATEMENT
PLEASE ADDRESS THE SPECIFIC SELECTION CRITERIA

INDIVIDUAL AWARD CATEGORY

NAME

AGENCY NAME

2. HONORS, AWARDS, COMMENDATIONS, LETTERS OF RECOGNITION, ETC.

3. ADDITIONAL COMMENTS

***FAILURE TO ADDRESS THE SELECTION CRITERIA WILL SERIOUSLY LOWER THE CHANCES OF THE NOMINEE
BEING CHOSEN FOR AN AWARD.***

NOMINATOR'S STATEMENT
PLEASE ADDRESS THE SPECIFIC SELECTION CRITERIA

TEAM
Award Category

Name

Agency Name

1. CUSTOMER SERVICE

2. COST SAVINGS

NOMINATOR'S STATEMENT
PLEASE ADDRESS THE SPECIFIC SELECTION CRITERIA

TEAM

Award Category

Name

Agency Name

3. SPECIAL ACCOMPLISHMENTS

4. ADDITIONAL COMMENTS

***FAILURE TO ADDRESS THE SELECTION CRITERIA WILL SERIOUSLY LOWER THE CHANCES OF THE NOMINEE
BEING CHOSEN FOR AN AWARD.***